

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

MARY ANNE VOGEL
CHIEF U.S. PROBATION OFFICER

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**POSITION VACANCY
ANNOUNCEMENT
#10-P012N**

REPLY TO: Suite 200
U.S. Courthouse
600 Granby Street
Norfolk, Virginia 23510
757-222-7300

POSITION: U.S. Probation Clerk
LOCATION: Norfolk, Virginia
CLASSIFICATION: CL 23
BEGINNING SALARY: \$31,009
SALARY RANGE: \$31,009 (Step 1) to \$50,462 (Step 61)
OPENING DATE: July 28, 2010
CLOSING DATE: August 20, 2010
AREA OF CONSIDERATION: All sources

The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of U.S. Probation Clerk for our Norfolk Office. The incumbent provides administrative support to Probation Officers in a wide range of areas. This is a permanent, full-time position with promotion potential to CL 24 without further competition.

Note: Applicants who applied for the U.S. Probation Clerk position #10-P005N announced February 19, 2010, will be considered for this vacancy and need not reapply.

REPRESENTATIVE DUTIES: Formats and proofreads presentence reports developed by officers; prepares casework for statistical records; conducts criminal record checks through local or national law enforcement files; records chronological entries; reviews and routes correspondence; prepares petitions, orders, letters, memoranda, recurring reports and other such forms and reports as needed; routes appropriate documents to the Bureau of Prisons and Sentencing Commission; prepares and maintains investigative files; archives files and purges file material per district policy; scans documents for electronic files; enters data and information into the office's computerized database system; answers and screens telephone calls and visitors; and, performs other related duties as required.

QUALIFICATIONS: An applicant must be a high school graduate or equivalent and have 2 years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

DESIRED KEY COMPETENCIES include the ability to accurately type 45 words per minute; ability to learn and apply a wide variety of procedures; skill in the use of personal computers and software applications; knowledge of proper grammar usage; ability to pay attention to detail; ability to prioritize work and meet deadlines; and, skill in using a multi-line telephone system efficiently. The incumbent must also have good communication and organizational skills.